

2016 AmeriCorps APPLICATION INSTRUCTIONS



Applications due July 14, 2015
Notice of Intent to Apply due June 19, 2015



CALIFORNIAVOLUNTEERS

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IMPORTANT NOTICE TO APPLICANTS: The following six documents are necessary to complete a 2016-17 application for AmeriCorps funding. All can be found on the CaliforniaVolunteers website, www.californiavolunteers.org/index.php/Grants/ameriCorps/.

- (1) 2016 AmeriCorps Request for Applications (RFA),
- (2) 2016 AmeriCorps Application Instructions,
- (3) 2016 AmeriCorps Application Forms
- (4) Budget Form and Budget Narrative,
- (5) AmeriCorps Program Title Page and Partnership Forms
- (6) National Performance Measures Instructions

Note: If you are currently funded by CaliforniaVolunteers (CV) and need to apply for year two or three of continuation funding, this RFA does **not** apply to you. Instructions will be e-mailed directly to you by CV at a later time.

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I. APPLICATION RESOURCES

Please use the application instructions included in this document to apply for an AmeriCorps operating grant through CaliforniaVolunteers.

Use these instructions in conjunction with the **2016 AmeriCorps Request for Applications (RFA)**, the **2016 AmeriCorps Application Forms**, the **National Performance Measures Instructions**, and the AmeriCorps Regulations, 45 CFR §§ 2520–2550. The *RFA* includes deadlines, eligibility requirements, submission requirements, maximum amount of funding per Member Service Year and other information that changes year-to-year for all AmeriCorps grant programs.

The AmeriCorps regulations include the selection criteria used to select applications for funding and other pertinent information (see Table 1). The RFA can be found at <http://www.californiavolunteers.org/index.php/Grants/ameriCorps/>. The full regulations are available online at www.gpoaccess.gov/ecfr.

Table 1: Requirements in the AmeriCorps Regulations

Requirements and Selection	Citation in the AmeriCorps Regulations
Member Service Activities	§2520.20 - §2520.55
Prohibited Activities	§2520.65
Tutoring Programs	§2522.900-2222522522.950
Matching Funds	§2521.35-2521.90
Member Benefits	§2522.240-2522.250
Calculating Cost Per Member Service Year (MSY)	§2522.485
Performance Measures	§2522.500-2522.650
Evaluation	§2522.500-2522.540 and §2522.700-2522.740
Selection Criteria and Selection Process	§2522.400-2522.475

If there is any inconsistency among the AmeriCorps regulations, the *AmeriCorps Request for Applications*, and the Application Instructions, the order of precedence is as follows:

- AmeriCorps regulations 45 CFR §§ 2520–2550 take precedence over the
- *AmeriCorps Request for Applications*, which takes precedence over the
- *Application Instructions*.



II. APPLICATION CONTENT AND INSTRUCTIONS OVERVIEW

A. Notice of Intent to Apply

Please complete and submit the *Notice of Intent to Apply* Form (found on CV's website) to CV at funding@CalifornaVolunteers.ca.gov by **5:00 p.m. PDT on Friday, June 19, 2015**. Submission of the Notice of Intent to Apply is required and will help CV plan more efficiently for review.

B. Submission to CaliforniaVolunteers

Phase 1:

Applicants must submit a hardcopy application package and related electronic submission requirements to CaliforniaVolunteers by the application deadline. To complete the application, please:

1. Download the following documents from the CV website at <http://www.CaliforniaVolunteers.org/index.php/Grants/ameri corps/>:
 - 2016 AmeriCorps Request for Applications (RFA),
 - 2016 AmeriCorps Application Instructions,
 - 2016 AmeriCorps Application Forms,
 - 2016 Budget Narrative,
 - 2016 Budget Form [Note: The Budget Narrative and Budget Form are contained within one Excel workbook], and
 - National Performance Measures Instructions
2. Follow the instructions included in the *2016 AmeriCorps Application Instructions* document in completing and submitting an application. The *Application Instructions* document also contains directions for completing the required Electronic Submission.
3. A complete **Paper Application** must include one original containing items #1-14 (as applicable) and five copies containing items #1-9, as listed on the AmeriCorps Application Checklist. See *2016 AmeriCorps Application Forms*.
4. An **Electronic Submission** of the AmeriCorps Program Title Page (electronic submission of any other pieces of the application will not be reviewed). This form will be submitted online using the link provided in the *2016 AmeriCorps Application Instructions*.

Page Limits

The Program Narrative may not exceed 18 double spaced, single-sided, pages (including the Executive Summary Page). This limit does not include the budget, logic model, performance measures, evaluation plan, program diagram, or required supplementary materials (e.g. letters of commitment, financial documents, etc.) **Do not submit supplementary materials such as videos, brochures, or any other items not requested in these application instructions.** CaliforniaVolunteers will not review or return them.

Phase 2:

Applicants invited to Phase 2 must ensure timely responses to CVs' requests for clarification and ensure that all additional required documents are submitted in the manner requested by CV. See Phase 2 Application Checklist included in the *2016 AmeriCorps Application Forms*.

C. Application Submission Deadline

Applications (both the full Paper Application and Electronic Submission items) must arrive at CaliforniaVolunteers by **Tuesday, July 14, 2015 at 5:00 p.m. Pacific Daylight Time** in order to be considered.

Please send Paper Application to:

CaliforniaVolunteers
ATTN: AmeriCorps 2016
1400 10th Street
Sacramento, CA 95814



Electronic Submissions will be completed online. Please refer to the *2016 AmeriCorps Application Instructions*.

Applications that do not meet the *Application Checklist* and *Application Packaging Checklist* requirements included in the *2016 AmeriCorps Application Instructions* will be disqualified.

CV will not consider application received after the deadline, except when noted below. CV reserves the right to extend the submission deadline and any notice of such extended deadline will be posted. This deadline

Late Applications

CV may, at its discretion, consider an application received after the deadline, but only if the applicant submits a letter to funding@cv.ca.gov explaining the extenuating circumstance that caused the delay. Communication with CV staff, including program officer of a current grantee, is not a substitution for the above protocol. The letter must be received no later than one business day after the application deadline. CV determines whether or not to accept a late application for review on a case-by-case basis.

Submission to CNCS

Following the conclusion of CVs grant review process, all applicants will be required to submit their applications electronically into CNCS's web-based application system, eGrants, to be awarded. Applicants selected to represent California in the national competition must be prepared to submit their applications into eGrants in January of 2016. Please ensure staff availability at that time to enter your application into eGrants as well as respond to CVs' requests for clarification. Applications selected for formula funding will submit their applications in eGrants in the month of May or June 2016. CaliforniaVolunteers will provide instructions to this process at a later time.



III. NOTICE OF INTENT TO APPLY

Submission of the *Notice of Intent to Apply* is required to be eligible for this competition and will help CV plan efficiently for the grant review and selection process. The Notice of Intent to Apply Form must be submitted to CV at funding@CaliforinaVolunteers.ca.gov by 5:00 P.M. on **June 19, 2015**.

1. **Legal Applicant:** The legal applicant is the organization that takes formal responsibility and assumes liability for the AmeriCorps grant. All correspondence regarding the application will be sent to the contact person listed for the legal applicant. This individual must be available to respond to CV clarification request which may take the form of an in-person interview, conference call, or written response.
2. **Applicant Type:** To select one of the four options, double click on the chosen box. Under the "Default Value" section, select "Checked."
 - Check "New" if the legal applicant has not operated an AmeriCorps program and/or whose staff have not been employed as core program staff of a funded program, National Direct organization staff, state commission staff, or CNCS staff in the last five years.
 - Check "Recompeting" if you are a current AmeriCorps program entering the final year of your grant period.
 - Check "Previously Funded" if the program previously received an AmeriCorps operating grant from CV or CNCS in any of the past five program years.
3. **Focus Areas:** Check all Focus Areas that apply to your program. Please note that addressing multiple Focus Areas will not necessarily make your application more competitive.
4. **Legal Applicant Organization Type:** Check all boxes that apply to the legal applicant organization.
 - Check "Intermediary" if the legal applicant organization provides the mechanism by which a number of community organizations, including faith-based, may access AmeriCorps and other CNCS resources. Intermediaries serve as the legal applicant for funding and agree to provide technical and financial support to assist organizations that do not have the capacity to perform these functions. They may place members at neighborhood sites, community or faith-based organizations, and assume responsibility for monitoring the progress of the sites.
 - Check "National Direct" if the legal applicant organization is a multi-state grantee/applicant of AmeriCorps grants.
5. **Grant Type:** Check the appropriate box to indicate the type of grant for which you are applying. See RFA; Section I.G. for further description.
6. **Type of Service:** Check the appropriate boxes to reflect the focus of the program's primary service activities to be provided by AmeriCorps members. If your primary service activity is not listed, please check "Other."



IV. APPLICATION PACKAGING CHECKLIST

IMPORTANT: Use the *Application Packaging Checklist* below to ensure that your application is packaged and submitted as required by CV. Be sure your AmeriCorps Program Title Page has been successfully submitted online. You must print the AmeriCorps Program Title Page and include it as part of your paper application.

DO NOT staple or use any other form of binding (folders, spiral binding, binders, etc.) for your application. Failure to comply with the *Application Packaging Checklist* requirements may result in rejection of your application.

APPLICATION PACKAGING CHECKLIST (Phase 1) —Included for your convenience	
√	A. Paper Application Submission includes:
	1. One <u>original</u> application with: <ul style="list-style-type: none"><input type="checkbox"/> original signatures and dates<input type="checkbox"/> binder clips, no other form of binding<input type="checkbox"/> Items #1-14 collated in the order required<input type="checkbox"/> pages numbered
	2. <u>Five</u> copies with: <ul style="list-style-type: none"><input type="checkbox"/> binder clips, no other form of binding<input type="checkbox"/> Items #1-9 collated in the order required<input type="checkbox"/> pages numbered
	B. Electronic Submission includes: <ul style="list-style-type: none"><input type="checkbox"/> AmeriCorps Program Title Page



V. APPLICATION COMPONENTS AND INSTRUCTIONS

The full application (Phase 1 and Phase 2 combined) has 20 components. Instructions for completing each component follows.

1. Application Checklist Instructions

Two separate application checklist listing the items required to complete your application for each phase of the grantmaking process are included in the *2016 AmeriCorps Application Forms* document:

- (1) Phase 1 Application Checklist, and
- (2) Phase 2 Application Checklist.

A “complete” AmeriCorps application for each phase of the process includes all required and applicable components in the order listed in the Application Checklist. Place a checkmark [✓] next to each item included in your original application and copies of your application submitted. Write “NA” next to each item that was not applicable to you and therefore, was not included as part of your application. ***You must include a signed copy of the appropriate checklist with your application.***



2. AmeriCorps Program Title Page Instructions

The **AmeriCorps Program Title Page Form** (Title Page) is available online through the CV website at <http://www.CaliforniaVolunteers.org/index.php/Grants/ameriacorps/>. Instructions for this form are below.

CaliforniaVolunteers strongly recommends that applicants complete their Title Page last. Information in the program narrative, budget and budget narrative can be transferred to the Title Page. Once you have completed the form, please print a hard copy and include it with your application.

1. AmeriCorps Program Legal Applicant

The legal applicant is the organization that takes formal responsibility and assumes liability for the AmeriCorps program. All correspondence regarding the application process will be sent to the contact person listed for the legal applicant.

Contact Information

Provide names and contact information for Primary Contact, Secondary Contact, Fiscal Contact, Press Contact, Primary Emergency Coordinator, and Secondary Emergency Coordinator.

Disaster and Emergency Program Resources

If applicable, provide information on disaster and emergency response training, program details, and if program is able to offer assistance with a disaster.

2. AmeriCorps Program

Provide the name of your proposed AmeriCorps program. If an agency other than the legal applicant will be responsible for program operations and management, provide contact information. Provide name of program director if identified at this time.

3. Application Type

- Select "Operating" if you are applying for a grant to implement an operating program.
- Select "Planning" if you are applying for a planning grant.
- **Total Years of Funding:** Provide the total number of years that you have received funding through CV to support the proposed program. The years may not necessarily have been consecutive.

4. Issue Area

Select all that apply to your program: Education, Environment, Health and Other, and/or Public Safety

5. Grant Type

Select the appropriate box to indicate the type of grant for which you are applying. See RFA; Section I-G for further description.

6. Executive Summary

Copy and paste your program's executive summary from the Program Narrative here



7. National Service Focus Area

Check all Focus Areas that apply to your program. *Please note that addressing multiple priorities will not necessarily make your program more competitive.* For each priority checked, indicate whether you'll use:

- National Performance Measures, and/or
- Applicant-determined Measures

8. Organizational Type

Check all the boxes that apply to the legal applicant organization.

9. Partnership Type

From the drop-down options, select the appropriate partnership type you've formed to support the planning, operation, and sustainability of your program.

- Select **"Intermediary"** if the legal applicant provides the mechanism for a number of community organizations, including faith-based, to access AmeriCorps. Intermediaries are the legal applicant and agree to provide the technical and financial support to assist community organizations that do not have the capacity to perform these functions. Intermediaries may place members at the sites of neighborhood, community or faith-based organizations and assume responsibility for monitoring the progress of the sites.
- Select **"Affiliates"** if members of your partnership are affiliates entities of the legal applicant organizations.
- Select **"Consortium/Collaborative"** if members of your partnership are independent organizations that interact on activities beyond AmeriCorps.
- Select **"Other"** if none of the above options applies.

10. Budget

- **Total Operating Cost:** Provide the total costs of the program (CNCS share and Grantee Share combined).
- **Total CNCS Request:** Provide the total amount of funds that the program is requesting from CNCS. Transfer this total from Column 4 of the "Total Budget Cost" line on the AmeriCorps Budget Form.
- **Cost Per MSY:** Transfer this figure from the "CNCS Cost Per MSY" on the AmeriCorps Budget Form. This figure may not exceed the maximum limit set by CVs' Cost Per MSY Policy.
- **Total AmeriCorps MSYs:** Provide the total number of MSYs (not the total number of members) that your program will use. You will have this figure after completing the Budget Form and Budget Narrative.
- **Number of Members Slots:** Provide the total number of AmeriCorps members that your program will use. You will have this figure after completing the Budget Form and Budget Narrative.

11. Files

This field is not applicable for this RFA. You are not required to upload a PDF copy of your application here.



3. Strategic Grant Characteristics

This form is required for all applicants. Check all the state and federal grant characteristics that apply to your program and include additional supporting information as requested on the form.

4. Logic Model Instructions

Complete the Logic Model using the below information and example chart as a guide. Please add items as appropriate and relevant to your program, **not to exceed three (3) pages**. Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention.

Points will be awarded based on clarity and the extent to which all elements of the logic model are logically aligned. The logic model shall depict the following:

- A summary of the community problem outlined in the narrative.
- The inputs or resources that are necessary to deliver the intervention (i.e. funding, program staff, volunteers, training, research, etc.), including:
 - Number of locations or sites in which members will provide services
 - Number of AmeriCorps members that will deliver the intervention
- The core activities that define the intervention or program model that members will implement or deliver, including:
 - The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention).
 - The dosage of the intervention (e.g., the number of hours per session or sessions per week, including length of each session.)
 - The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level).
- The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served.) Identify which National Performance Measures will be used as output indicators.
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention. Programs may include:
 - Short-Term Outcome(s)—changes in knowledge, skills, and/or attitudes
 - Medium-Term Outcome(s)—changes in behavior or action
 - Long-Term Outcome(s)—changes in condition or status in life.

While performance measure outcomes should be consistent with the program's theory of change, programs are not required to measure all outcomes that are included in the logic model. The Logic Model should identify which National Performance Measures will be used as outcome indicators.

See Example next page. For additional information, see "How to Develop a Program Logic Model" presentation handout at <http://www.californiavolunteers.org/index.php/Grants/ameri corps/>.



Community Problem/Need: 85% of 4th graders from low-income homes in California fail to meet the standards for proficiency according to the 2013 National Assessment of Educational Progress conducted by the National Center for Education Statistics. Schools lack the resources and volunteer management expertise to deliver structured support to struggling readers.

Project Resources	Core Project Components	Evidence of Project Implementation & Participation	Evidence of Change		
INPUTS <i>What we invest</i> —include the number of sites, number of member positions, and other human, financial, organizational, and community resources available for carrying out a program's activities	ACTIVITIES <i>What we do</i> —the processes, tools, events, and actions that are used to bring about a program's intended changes or results. Must include: <ul style="list-style-type: none"> Core activities Dosage of the intervention** Target population 	OUTPUTS <i>Direct products from program activities.</i> Must include output(s) from PMW Row 8.	OUTCOME		
			Short-Term <i>Changes in knowledge, skills, attitudes, opinions</i> Must include appropriate outcome(s) from PMW Row 8.	Medium-Term <i>Changes in behavior or action that result from participants' new knowledge</i> Must include appropriate outcome(s) from PMW Row 8.	Long-Term <i>Meaningful changes, often in their condition or status in life</i>
<ul style="list-style-type: none"> 108 total ACMs serving in the roles of Site Coordinator 3100+ community volunteers recruited Service Sites: <ul style="list-style-type: none"> 80 reading centers in Title I elementary schools (12 in Sacramento, 33 in Bay Area, 25 in Silicon Valley and 10 in Los Angeles). Each reading center supplied with: <ul style="list-style-type: none"> A computer for tracking student data, attendance, and tutor scheduling 3 levels of research-based curricula, complete with lesson plans, worksheets, and texts calibrated to the lesson's skill and difficulty A "Read Aloud" library stocked with ~500 books for use during tutoring sessions A "Take Reading Home" library continually replenished with texts for students to take home and permanently keep 	Tutoring: <ul style="list-style-type: none"> School partners identify target students reading .5 to 2.5 years below grade-level, do not have a cognitive IEP, and speak basic conversational English. Students receive two 45-minute sessions of 1:1 tutoring with a trained volunteer tutor per week Volunteer tutors execute tutoring using lessons from curriculum and track progress on the student's Individualized Reading Plan (IRP), noting completed lessons and recording qualitative notes of student progress Members coordinate volunteer and student schedules; offer daily 1-on-1 coaching to tutors before, after and during each tutoring session; and provide initial orientation and training, as well as monthly formal training 	Data: <ul style="list-style-type: none"> 3000 high-need target students will be enrolled 70% 2,100 will complete the program. Completing the program is defined as receiving at least 16 hours of tutoring All students must return a signed parent permission form All students will maintain at least 90% attendance at all regularly scheduled sessions, based on daily attendance data All IRPs will be updated and adapted based on results from middle-of-year assessments All tutors will be oriented to changes in their student's IRP and advised as to preferred instructional strategies for that student Books: <ul style="list-style-type: none"> Program will distribute ~4,000 books from the Take Reading Home to students to permanently keep Members will track book distribution on sticker charts 	<ul style="list-style-type: none"> 60% of 2,100 (1,260) high-need target students receiving at least 16 hours of tutoring will achieve grade-appropriate literacy growth 90% of volunteer tutors will report satisfaction with their experience, as measured by volunteer surveys 90% of teachers and principals will identify Sunset Literacy as a valuable asset to their school, as measured by surveys. 	70% of target students will show improvement in general academic behaviors, such as increased class participation and homework completion, as measured by teacher surveys	<ul style="list-style-type: none"> Students will have increased access to quality reading material at home Student confidence will be bolstered from their exposure to caring, reliable adult mentorship Students will be more likely to close their achievement gap to their proficient peers Students will be more likely to graduate from high-school thanks to strong foundational skills in literacy



<ul style="list-style-type: none"> ○ Early Literacy evaluation kit for assessing students reading at /below K-2 grade level ○ Reading evaluation kit for assessing students reading within a 3-5 grade level <p>Funding</p> <ul style="list-style-type: none"> ● AmeriCorps ● Match from 3 Foundations ● Match from 80 local partners 	<p>sessions to volunteers</p> <p>Assessment:</p> <ul style="list-style-type: none"> ● Under Reading Specialists (RS) supervision, members assess all students using Read to Succeed Assessment at entry, mid-year, and exit ● Based assessments, RS & members develop an IRPs for each student ● Student progress compared against standardized test results and school-based assessments ● Principals, teachers, and tutors complete stakeholder surveys to gauge satisfaction with the program and perceived student progress <p>Training & Support:</p> <ul style="list-style-type: none"> ● 120 hours of program-specific orientation ● Members receive weekly 1:1 coaching & monthly group trainings ● New volunteer tutors participate in online & in-person training prior to working with students ● Volunteer tutors receive on-going, at-elbow support <p>Volunteer Outreach:</p> <ul style="list-style-type: none"> ● 2 FT members recruit volunteer tutors 	<p>Reading Recitals</p> <ul style="list-style-type: none"> ● All enrolled students will have the opportunity to participate in Winter and Spring Reading Recitals to showcase their reading skills to friends, family, teachers, and the community at large 			
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5. Program Diagram Instructions

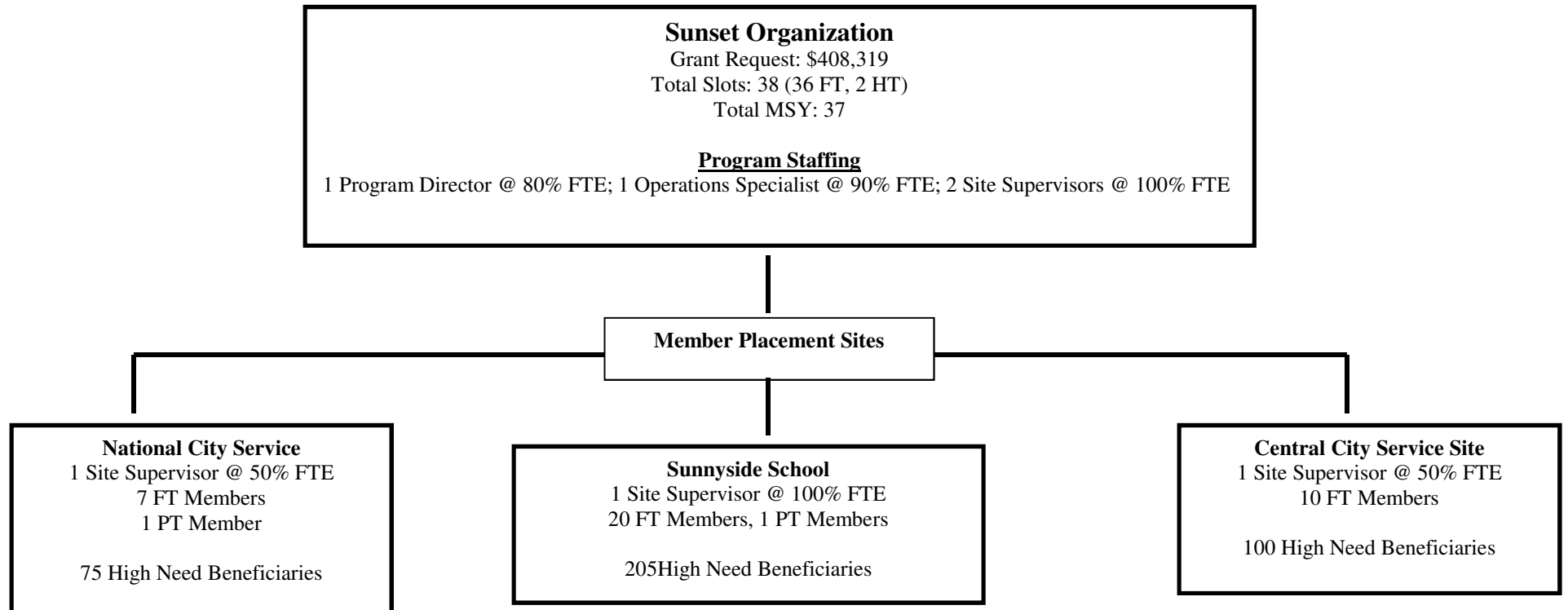
The **program diagram** is a graphic presentation of the proposed program structure. It must include the following:

- AmeriCorps member supervision and staffing structure as outlined in the budget narrative [e.g. title, percentage of time on grant], including member supervisors, program management, and other key functional roles.
- All placement site names where members will actually perform service activities outlined in the performance measures,
- Number of member position types per site, and
- Estimate number of high need service beneficiaries to be served by members per site.

See next page for sample.



Sunrise Mentoring Program Diagram (EXAMPLE)



6. Program Narrative Instructions

The narrative section of the application is your opportunity to convince reviewers that the proposed program meets the selection criteria. Below are some general recommendations to help you present your project in a way the reviewers may find compelling or persuasive.

- **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your program to fit each funding priority and special consideration articulated in the *RFA*.
- **Be clear and succinct.** Reviewers are not interested in jargon, boilerplate, rhetoric, or exaggeration. They are interested in learning *precisely* what you intend to do, and how your project responds to the selection criteria.
- **Avoid circular reasoning.** The community need you describe should not be defined as the lack of the solution you are proposing.
- **Explain how.** Avoid simply stating that the criteria will be met. Explicitly describe how the proposed project will meet the criteria.
- **Don't make assumptions.** Even if you have received AmeriCorps funding in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries. Avoid overuse of acronyms.
- **Use an impartial proofreader.** Have someone read and critique the narrative.
- **Follow the instructions and discuss each criterion *in the order* they are presented in the instructions.** Use headings to differentiate narrative sections by criterion.

The Program Narrative [including the Executive Summary] must be in **12 point Times New Roman font, have one-inch margins, and not exceed 18 double-spaced, single-sided pages**. This limit does not include the budget, performance measures, logic model, and evaluation plan. Reviewers will not consider material over the page limit.

Each applicant must clearly describe a project that will deploy AmeriCorps members effectively to address a significant community problem.

The program narrative should address all the criteria provided below:

1. **Program Design (50 percent)**—Follow the below instructions, using the headers provided here in your application. The body of the narrative must address the criteria beneath each heading.
 - a. **Problem/Need**—Present the well-documented community problem or need and the target population that the proposed program will address.
 - Clearly describe the community problem/need using recent, local supporting data. Clearly describe how the community need/problem is prevalent and severe in communities where members will serve and the need has been well documented with relevant data.
 - Clearly describe how the community problem/need will be addressed by the program.
 - Clearly describe how an appropriate target population connected to the community need will be selected to receive program services.
 - b. **Theory of Change and Logic Model**—Present the specifics of the proposed intervention and how the activities of the AmeriCorps members' service will lead to meaningful progress towards meeting the identified community problem/need.
 - Clearly and succinctly describe the proposed program's theory of change. A theory of change articulates a problem, a proposed intervention, and the change (outcome) that is expected to result from delivering the intervention.
 - Clearly describe the proposed intervention including the role(s) of AmeriCorps members, specific service activities, number of program participants to member ratio, frequency of service (how many session a week), intensity of service (length of each session), and duration of service (total weeks/hours of sessions).



- Clearly describe (if applicable) the roles of leveraged volunteers recruited and/or managed by AmeriCorps members.
- Clearly describe how the intervention is likely to lead to the outcomes identified in the applicant's theory of change.
- Clearly describe how the AmeriCorps members will produce significant and unique contributions to existing efforts to address the stated problem.
- All elements of the logic model are aligned with the narrative.

NOTE: The Logic Model must be completed as a separate document using the Logic Model template provided by CV. Please do not insert the Logic Model into the Program Narrative. See *2016 Application Instructions* and *2016 Application Forms* for specific details to include in the Logic Model.

c. Evidence Base—Present evidence that the proposed intervention will lead to the outcomes identified in the theory of change.

- Clearly describe the studies and evaluations conducted that provide evidence that the proposed intervention is effective for the proposed population and community challenge/need. Applicants are strongly encouraged to describe the evidence that supports the strongest evidence tier, and all relevant evidence presented must be included in this section.
- Clearly describe how the evidence cited meets the criteria of one of the five tiered evidence levels:
 - **No Evidence:** the applicant has not provided evidence that they have collected any qualitative or quantitative data to date
 - **Pre-preliminary evidence:** the applicant presents evidence that it has collected quantitative or qualitative data from program staff, program participants, or beneficiaries that have been used for program improvement, performance measurement reporting, and/or tracking. An example could be gathering feedback from program participants following their receipt of the intervention.
 - **Preliminary evidence:** the applicant presents an initial evidence base that can support conclusions about the program's contribution to observed outcomes. The evidence base consists of at least one non-experimental study conducted on the proposed program (or another similar program that uses a comparable intervention). A study that demonstrates improvement in program beneficiaries over time on one or more intended outcomes OR an implementation (process evaluation) study used to learn and improve program operations would constitute preliminary evidence. Examples of research that meet the standards include: 1) outcome studies that track program beneficiaries through a service pipeline and measure beneficiaries' responses at the end of the program; and 2) pre- and post-test research that determines whether beneficiaries have improved on an intended outcome.
 - **Moderate evidence:** means the applicant presents a reasonably developed evidence base that can support causal conclusions for the specific program proposed by the applicant with moderate confidence. The evidence base consists of one or more quasi-experimental studies conducted on the proposed program (or another similar program that uses a comparable intervention) with positive findings on one or more intended outcomes OR two or more non-experimental studies conducted on the proposed program with positive findings on one or more intended outcomes OR one or more experimental studies of another relevant program that uses a similar intervention. Examples of research that meet the standards include: well-designed and well-implemented quasi-experimental studies that compare outcomes between the group receiving the intervention and a matched comparison group (i.e. a similar population that does not receive the intervention).
 - **Strong evidence** (8 points) means the applicant presents an evidence base that can support causal conclusions for the specific program proposed by the applicant with the highest level of confidence. This consists of one or more well-



designed and well-implemented experimental studies conducted on the proposed program with positive findings on one or more intended outcomes.

- This section must include specific citations of studies and/or evaluation and research reports. Applicants classifying their evidence as Moderate or Strong must submit up to two studies, evaluation reports, briefs, or peer-reviewed articles cited in this section as separate attachments. Studies should be included as part of the application.
- For each report cited, include the date of the report, a description that shows its relevancy to the proposed program model, the methodology used in the study, and the strength of the findings (e.g. confidence level.)
- For current grantees that are required to submit an evaluation report: The evaluation report will be considered as part of the evidence base of the program. Grantees may opt to include that evaluation report as one of the two studies, or submit two separate studies in addition to the evaluation report. In the latter case, all three studies will be reviewed against this criterion.
- Recompeting applicants whose evaluation is scheduled to be completed after July 14, 2015 but prior to November 30, 2015 are advised to state in their application that this is the case and provide an explanation of their evaluation methodology. They must include a copy of the completed report of the evaluation referenced in Phase 2 for CVs' review against this criterion.

The description of evidence in this section should include as much detailed information as possible. Applicants are advised to focus on presenting high-quality evidence from their strongest studies rather than only cursory descriptions of many studies. Reviewers will examine criteria that may include: a) how closely the program model evaluated in the studies matches the one proposed by the applicant; b) the methodological quality of the studies presented (e.g., statistical power, internal and/or external validity, sample size, etc.); c) the recency of the studies, with a preference towards studies that have been conducted within the last six years; and d) strength of the findings, with preference given to findings that show a large and persistent positive effect on participants demonstrated with confidence levels.

2. Organizational Capability (25 percent)—Follow the below instructions, using the headers provided here in your application. The body of the narrative must address each of the criteria below each heading.

a. Organizational Background and Staffing

- Clearly describe how the organization has the experience, staffing, and management structure to plan and implement the proposed program.
- Clearly describe key roles of program staff and administrators in implementing the proposed program.
- Clearly describe how the organization has adequate experience administering AmeriCorps grants or other federal grants.
- Clearly describe how the organization has sufficiently engaged community members and partner organizations in planning and implementing its intervention.
- **Compliance and Accountability** Clearly describe how the applicant's organization, in implementation and management of its AmeriCorps program, will prevent and detect compliance issues.
- Clearly describe how the applicant will hold itself, subgrantees, and service site locations (if applicable) accountable if instances of risk or noncompliance are identified.
- Clearly describe how the organization will comply with AmeriCorps rules and regulations including those related to prohibited and unallowable activities at the grantee, subgrantee, and service site locations (if applicable).



b. Member Training (4 percent)

- Clearly describe a comprehensive training plan that orients members to AmeriCorps, the community they serve, their placement sites, and provides the skills members need to perform activities and deliver high-quality service.
- Clearly describe how members and volunteers (if applicable) will be aware of, and will adhere to, AmeriCorps rules including prohibited activities.

c. Member Supervision

- Clearly describe how members will receive high quality guidance and support from their supervisor to provide effective service.
- Clearly describe how supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.
- Clearly describe how supervisors will provide members with excellent guidance and support throughout their service.
- Clearly describe the supervisory systems that are/will be in place for the program.

d. Member Experience

- Clearly describe how AmeriCorps members will gain skills and experience as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.
- Clearly describe how AmeriCorps members will have access to meaningful service experiences and opportunities for reflection.
- Clearly describe how AmeriCorps members will have opportunities to establish connections with each other and the broader National Service network to build esprit de corps.
- Clearly describe how AmeriCorps members will develop an ethic of and skills for active and productive citizenship and will be encouraged to continue to engage in public and community service after their AmeriCorps term.
- Clearly describe how the program will recruit AmeriCorps members from the communities in which the programs operate.

e. Commitment to AmeriCorps Identification

- Clearly describe how members will know they are AmeriCorps members.
- Clearly describe how the staff and community members where the members are serving will know they are AmeriCorps members.
- Clearly describe how AmeriCorps members will be provided with and will wear service gear that prominently displays the AmeriCorps logo daily

f. Past Performance for Current Grantees and Former Grantees Only Any applicant that has received competitive or formula funding for the same project in any of the past three years must address these criteria.

- Clearly describe how it has met performance measurement targets during the last three years of program operations, or, if not, has an adequate corrective action plan in place.
- Clearly describe how it achieved 100% member enrollment, in the most recent full year of program operations, or if not, has an adequate corrective action plan in place.
- Clearly describe how it achieved 100% member retention, in the most recent full year of program operations, or, if not, has an adequate corrective action plan in place.
Clearly describe any compliance issues or areas of weakness/risk identified during the last three years of program operations (if applicable) and describes an effective corrective action plan that was implemented.

As documentation of community support and commitment to the program; please procure, keep on file, but do not submit to CV, letter(s) from the applicant's most significant community partner(s). The letter(s) should include what the partner(s) see as the benefit to the community provided by the



applicant's AmeriCorps members and what activities would not happen without the AmeriCorps members.

3. Cost Effectiveness and Budget Adequacy (25 percent)—Follow the below instructions, using the headers provided here in your application. The body of the narrative must address each of the criteria below each heading.

a. Cost Effectiveness

- Clearly describe the qualities of the proposed program that make it a cost-effective intervention. This can include reference to a particularly low cost per MSY, or the cost per beneficiary served compared to similar interventions.
- Clearly describe how the proposed budget is sufficient to carry out the program effectively.
- Clearly demonstrates the budget aligns with the applicant's narrative. Clearly demonstrates the program design is cost effective and the benefits justify the cost.
- The applicant has raised or describes an adequate plan to raise non-CNCS resources to fully support the program. This applies to Fixed Amount, EAP, and Cost Reimbursement grants.
- The applicant, if recompeting, has a lower cost per Member Service Year (MSY) than approved in previous grants, or provides a compelling rationale for the same or increased cost including why this increase could not be covered by the grantee share.

Having a low Cost Per Member Service year (MSY) is a competitive advantage. New applicants that submit with a low cost per MSY and recompeting applicants that submit with a lower cost per MSY than previously funded may receive higher priority for funding. Applicants requesting a higher cost per MSY than in previous years must justify their requests. If an applicant requests above the maximum cost per MSY, it must justify its request. Please note that such requests are rarely approved.

b. Budget Adequacy

- Verify that the budget is submitted without mathematical errors, with adequate information to assess how each line item is calculated, and is in compliance with the budget instructions (page 31).
- Identify the non-CNCS funding and resources necessary to support the project.
- Indicate the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash) and the sources of these commitments.



7. California Performance Measurement Worksheet Instructions

Applicants are required to develop a set of performance measures using the California Performance Measurement Worksheets (PMWs) that account for all member service hours requested. Each applicant will need to complete at least three PMWs, titled as follows:

- *Primary Needs and Service Performance Measurement Worksheet*—Applicants must have a paired output and outcome that reflects the program's primary intervention and aligns with the program's theory of change.
- *Common Member Development Worksheet*—Applicants must have a paired output and outcome that reflects the knowledge and skills members will gain through the program.
- *Common Strengthening Communities Worksheet*—Applicants must track the number of volunteers recruited by AmeriCorps members and service hours contributed by those volunteers to expand the impact and reach of the program in the communities served.

The needs and service and strengthening communities PMWs combined must account for at least 80 percent of member hours. Please note that having more PMWs beyond the required three does not necessarily make an application more competitive.

Each performance measurement area are explained below.

Primary Needs and Service Activity

- The *primary needs and service activity* is the member service activity to which the greatest number of member hours (cumulative across the program) is dedicated. It is your program's principal focus and outcome target. Applicants must develop an aligned PMW for their **primary** needs and service activity. An aligned performance measure includes a paired output and outcome that reflect the program's primary intervention and aligns with the program's theory of change.
- CV strongly encourages applicants to develop outcome performance measures that focus on lasting change directly related to the identified community need.

Member Development

- All applicants must complete the required *Common Member Development Performance Measurement Worksheet*. CV expects that the outcome focus is on member's actual performance, not just "knowledge" gained.
- Applicants may develop additional member development PMWs as appropriate to program design.
- Member development activities are not to exceed 20% of total member hours.
- No member service hours may be earned from home without written CV approval.

Strengthening Communities

- All programs are required to recruit volunteers and must complete the required *Common Strengthening Communities Performance Measurement Worksheet* to capture efforts in this area. Not all members are required to engage in volunteer recruitment activities. Applicants may assign the number of member service hours dedicated to volunteer recruitment efforts as appropriate for their program design.
- If members will train and manage volunteers, in addition to recruiting volunteers, applicants are required to include both an outcome and output targets on the Common Strengthening Communities PMW.



- Applicants proposing to have members engage in capacity building activities such as recruiting, training, and managing volunteers to address community needs as their primary focus are required to use the Needs and Service Activity PMW.

Other Non-Primary Needs and Service or Indirect Service Activities [OPTIONAL]

- All non-primary needs and service performance measures (PM) (including activities other than the primary service activity) must contain an outcome and an output.

Fundraising Activities

- If members will perform any **fundraising activities**, applicants must develop a PMW to account for any member time spent on allowable fundraising activities. Federal regulations prohibit a member from spending more than 10% of his/her service hours toward performing any fundraising activities, including fundraising supporting activities (i.e., serving food, stuffing envelopes, collecting any type of donation, directing parking, etc.). AmeriCorps members can participate in fundraising activities within the following guidelines:
 - Member fundraising activities must be in support of the program's identified community need, and may not include fundraising activities that provide benefit to the legal applicant and/or placement site's general operating budget or endowment or that of other programs sponsored by the legal applicant and/or placement site;
 - Members may not fundraise for required matching funds necessary to cover program operating costs;
 - Members may not prepare grant applications for funding provided by CV, CNCS, or any other federal agency; and
 - Members may not participate in fundraising activities unless specifically outlined in both the performance measures and member position description and agreed to by the member.

Swearing-in, Graduation Ceremony, and Participation in National Service Days

Successful applicants are required to conduct both a swearing-in and graduation ceremony for all cohorts/classes of members and participate in All AmeriCorps Week. Programs are strongly encouraged to participate in other National Service Days (e.g. September 11th Day of Service, Make a Difference Day, Martin Luther King Day of Service or Cesar Chavez Day of Service and Learning). National Days of Service events should be captured on a Strengthening Communities PMW or Member Development PMW as appropriate to the member activity.



Needs and Service PMW Directions

Use these directions to complete the Primary and Non-primary Needs and Service PMWs. Duplicate the Need and Service PMW template as needed for all Non-primary Need and Service activities.

PMW Row		Definitions & Directions
1	Community Need	Very briefly summarize the community need your partnership has researched and selected that this performance measure will address. This is the foundation of your PMW and is detailed in your Narrative. This is a brief summary, <u>not to exceed 500 characters</u> with spaces.
2	Target Population	<p>The target population are those individuals or things directly impacted by the community problem stated that will receive the program's intervention. Answer a. through c. for the high-need target population.</p> <ol style="list-style-type: none"> Provide a brief description of the "high need" target population (be specific) Identify the number of direct high need beneficiaries members will serve through this performance measure. Describe the high need beneficiary selection process. Given that you cannot serve more than indicated in "b," how will you select those you will serve from the many that need your services? Describe how you <u>select</u> beneficiaries to receive your "service." Who or what will receive your program service? This should not be a "referral" process.
3	Amount of Service	<p>This is the amount of member service hours dedicated to this intervention. Answer a. thru e. for this performance measure. These are simple calculations that should be determined by thinking about the specific activity & amount of time it may take to achieve the result in Row 2. This is how you know how many and what type of member to request to achieve the desired outcome(s) or meet the community need.</p> <ol style="list-style-type: none"> # of members in this activity # of hours per day for this activity # of days per week for this activity Duration/interval of activity or # of days or weeks that this activity will take place Total number of member hours for this activity. Calculated by—[a*b*c*d] <p><i>NOTE: No member service hours may be earned from home without written CV approval.</i></p>



4	Intervention	<p>a. Describe the core activities that define the intervention members will implement or deliver. This is a concise description of <i>exactly</i> what members will do to achieve the Target in Row 8. You need to know this to know how many members are needed and how many people/things you can successfully serve.</p> <p>b. Describe the dosage. The dosage is the amount of time research and experience tell you is needed to achieve the desired change. The dosage must include:</p> <ul style="list-style-type: none"> • <u>Frequency</u> or number of sessions per/ week; • <u>Intensity</u> or length of each session; and • <u>Duration</u> or total number of hours, weeks, sessions or months of the intervention. <p><i>Tips: Words like “mentor”, “assist,” “tutor”, “improve” need to be defined. What are members doing when they “improve” something? Be clear and concise. Don’t make your reviewers guess what you mean.</i></p> <p>Tutoring Programs—must include your evidence-based tutoring intervention, amount of 1:1 time each student will receive (if it is zero, please indicate), and skills/subjects tutored. Tutoring must have academic outcomes, and CV requires grade level or California Standard Proficiency change as the unit of progress. Remember, tutoring is a sustained relationship over time that focuses on <u>identified</u> deficit academic skills, with skill assessment throughout the program (not just pre/post).</p> <p>Mentoring Programs— must describe the evidence-based mentoring intervention, amount of 1:1 time each student will receive (if zero, please indicate), the amount of 1:2-3 time each student will receive, and types of social/behavioral issues being addressed. Remember, mentoring is a sustained relationship over time that focuses on identified social and/or behavioral skills, with assessment throughout the program (not just pre/post). For the purpose of CV, there is no “academic mentoring.” Mentoring is social/behavioral, not academic. For academic outcomes, see tutoring above.</p>
5	Result	<p>The result should directly and clearly flow from the community need. Write a statement that reflects the result the <u>community</u> desires. This is a <u>brief</u> statement of the desired result (i.e., Increase academic skills; or Increase recycling awareness, etc.). Applicants need to identify <u>two</u> result statements—outcome and output. These results are required.</p>
6	Indicator	<p>The indicator is the <i>thing</i> the <u>community</u> will look at to gauge progress toward the result. It should mirror the result. It is not the instrument. The indicator for both output and outcome begin with the words: “The <u>number</u> of...” Applicants will need to complete each sentence in the PMW.</p> <p><i>Tip—frequently, the indicator can be created by combining the “The number of...” phrase, with the result statement (see sample PMW in RFA Forms)</i></p>
7	Instrument	<p>Describe the specific instrument(s) you will use to measure the output or outcome indicators. Include the title of the instrument(s), a brief description of what it measures and how it will be administered, and details about its reliability and validity if applicable. In describing data, applicants should clarify the exact information that will be used in reports. This step should also include a description of the tool used to collect data, who will complete the assessment, and how often the assessment will be completed (pre/post is usually not enough for best practice). Use the format provided in the section to identify the name of the instrument and the data it will collect. Each indicator identified in Row 3 needs to have a corresponding instrument. Please <u>DO NOT</u> change the format.</p>



8	Target	<p>State the target, as measured by the instrument identified in Row 7 that your program expects to meet at the end of each program year. CaliforniaVolunteers views targets as a vision of your program's future service delivery, and will negotiate final targets during the clarification and/or contracting process. Please note in the following example that raw numbers <u>must</u> be included as appropriate. Output Targets are simple tallies and counts. Outcome targets must have four components:</p> <ol style="list-style-type: none"> 1. # of people/things that changed 2. What changed 3. Amount of the change 4. Dosage <p>Example of <u>Applicant-Determined</u> Outcome Target: <i>100 of 200 students receiving X hours of 1:1 tutoring will increase reading by one grade level.</i></p> <p>Example of <u>National</u> Measure Output Target: <i>ED4A: 348 of 435 mentees will receive 1:1-3 mentoring for a minimum nine-month interval</i></p> <p>Example of <u>National</u> Measure Outcome Target: <i>ED7: 223 of 348 mentees who receive 1:1-3 mentoring will show no or reduced disciplinary referrals and/or suspensions, etc.</i></p> <p>Tip: See Sample PMW in <i>RFA Forms</i>.</p>
9	Prior Data	<p>If you have data for this performance measure from prior years, report it here. <u>Only include data directly reflective of the target stated.</u></p>



[REQUIRED] COMMON Strengthening Communities PMW Directions

PMW Row		Definitions & Directions
1	Community Need	Provide a brief statement on why volunteers are needed and how they will enhance and/or expand the impact and reach of your program.
2	Target Population	Describe the <u>Target Population</u> members will recruit as volunteers (e.g. <i>Baby boomers, seniors, etc.</i>)
3	Amount of Service	Answer each question a. - e. These numbers apply only to this PMW. Please do not change the format. <i>No member service hours may be earned from home without written CV approval.</i>
4	Intervention/Activity	Describe how members will recruit volunteers, & if applicable, any other activities. Give a clear picture of member activity. Do not repeat information already provided in this PMW.
5	Result	Identify the result the community expects to see addressed (a short pithy statement).
6	Indicator	The indicator is the <i>thing</i> the <u>community</u> will look at to gauge progress toward the result. It should mirror the result. It is <u>not</u> the instrument.
7	Measurement	Answer provided by CV on the PMW form.
8	Target	Fill in the numeric targets you expect to meet on this PM for each indicator stated in Row 3. If members will train and manage volunteers, in addition to recruiting volunteers, applicants are required to include <u>both</u> an outcome and output targets on the Common Strengthening Communities PMW.
9	Prior Data	If you have data for this performance measure from prior years, report it here. <u>Only include data directly reflective of the target stated.</u>



[REQUIRED] COMMON Member Development PMW Directions

PMW Row		Definitions & Directions
1	Community Need	Pre-identified by CV: <i>Members deserve to be appropriately trained to perform the services assigned, to increase both professional skills and community development skills, and to enhance their esprit de corps experience.</i>
2	Target Population	Answer a-f regarding AmeriCorps members.
3	Amount of Training	Enter the number of hours per member. See http://www.nationalservice.gov/sites/default/files/upload/policy%20FAQs%207.31.14%20final.pdf for orientation requirements. No member service hours may be earned from home without written CV approval.
4	Intervention/Activity	Briefly outline the training and support your program will provide to members. Include core trainings members need to deliver program services. Remember your training plan details are in your Narrative--briefly highlight the training and development your program will provide to members. Your Core Training must include mandated AC training (e.g. prohibited activities, member rights and responsibilities, code of conduct, suspension and termination rules, etc.), training members need to deliver program services (i.e.. child abuse reporting, working with families, etc.), and any training your partnership considers mandatory. Not all training must fall into Core Training. Include frequency/number of hours. <i>Note: Member development is about what <u>the program</u> provides to the members-- not about development members seek on their own (e.g., degrees, job skills programs, certification, etc.).</i>
5	Result	Identify the result the community expects to see addressed (a short pithy statement).
6	Indicator	Pre-identified by CV: <i>The number of members trained in program's core training... and the number of members who increase their knowledge and skills</i>
7	Instrument	Pre-identified by CV: Output Measurement: <u>Training Log</u> to collect data on <u>member names, specific topic, and # of hours</u> Outcome Measurement: <u>Written Member Performance Review</u> to collect data on <u>member skill increases</u> . Frequency: <i>Two times a year.</i> Programs must conduct at least a midterm and End-of-Term written performance reviews for full-time and half-time members, and an end-of-term written evaluation for less than half-time members.
8	Target	Partially Pre-identified by CV: Fill in the numeric targets that you expect to achieve for each target. Output Target: XX member will complete Core Training Outcome Target: XX of members will increase skills by XX %.
9	Prior Data	If you have data for this performance measure from prior years, report it here. <u>Only include data directly reflective of the target stated.</u>



8 & 9. Budget Form and Budget Narrative Instructions

All applicants are required to submit a detailed budget using the CV AmeriCorps Budget Template in Excel format. In addition to the detailed budget, Fixed-amount grant applicants must also submit a Fixed-amount Budget Worksheet. These required budget documents are available on the CV website at <http://www.californiavolunteers.org/index.php/Grants/ameriCorps/>.

Note: The Budget Form is included as a tab within the CV AmeriCorps Budget Template and will automatically populate as information is entered on the Budget Narrative tab. Be sure to include a copy of both the completed Budget Form and Budget Narrative as part of your application.

Match Requirements

Program requirements, including requirements on match, are located in the AmeriCorps regulations, modified by 2008 appropriations language, and summarized below.

Table 1: Match Requirements in the AmeriCorps Regulations

Grant Type	Match Requirement
Cost-Reimbursement Grants	Minimum grantee share is 24% of program costs for the first three years. Overall grantee share of total program costs increases gradually beginning in Year 4 to 50% by the tenth year of funding and every year thereafter.
Fixed-Amount Full-Time/ Less than Full-Time Serving in a Full-Time Capacity Grants	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the cost per MSY awarded.
Fixed-Amount EAP Grants	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over \$800 per MSY awarded.
Fixed-Amount Professional Corps Grants	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the cost per MSY awarded.

If you are applying for a cost-reimbursement grant and are requesting for AmeriCorps funding for the first time, you must match with cash or in-kind contributions at least 24% of the project's total Operating Costs. If you are recompeting, please contact funding@cv.ca.gov if you are unsure about where you are in the match schedule (Table 2).

Table 2: Minimum Match Requirements

AmeriCorps Funding Year	1,2,3	4	5	6	7	8	9	10
Grantee Share Requirements	24%	26%	30%	34%	38%	42%	46%	50%

- The acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.
- In Section III of the budget, identify each match source separately. Include dollar amounts for cash match from private, state and local and federal funds, the source type, and amounts of in-kind support. Define all acronyms the first time they are used.

NOTE: CNCS's legislation permits the use of non-CNCS federal funds as match for the grantee share of the budget. Please discuss your intention of using federal funds to match an AmeriCorps grant with the other agency prior to submitting your application. If awarded a grant, you will be expected to obtain written verification that the other federal agency allows their funds to be used as match to AmeriCorps funding. Section 121(e)(5) of the National Community Service Act requires that grantees that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to CNCS.



The Federal Financial Report (FFR) will be used to collect the federal match data. If a grantee uses federal funds as match, they will be required to report the sources and amounts on the FFR.

Preparing Your Budget

Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Reviewers will consider the information you provide in this section in their assessment of the Cost-Effectiveness and Budget Adequacy selection criterion.

To prepare your budget, follow the detailed budget instructions below. The *Budget Analysis Checklist* (in this Section) is a resource for you to ensure your budget is complete. The excel *Budget Form* will create the budget and the *Budget Narrative* automatically from the detailed budget information you enter.

As you prepare your budget:

- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Itemize each cost and present the basis for all calculations in the form of an equation.
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).

Please refer to the relevant OMB Circulars on allowable costs for further guidance. The OMB circulars are online at www.whitehouse.gov/OMB/circulars.

- Cost Principles for Educational Institutions
- Cost Principles for State, Local, and Indian Tribal Governments
- Cost Principles for Non Profit Organizations

Programs must comply with all applicable federal laws, regulations, and OMB circulars for grant management, allowable costs, and audits, including providing audits to the A-133 clearinghouse if expending over \$750,000 in federal funds, as required in OMB Circular A-133.



Detailed Budget Instructions

These instructions apply to all applicants. Please note that it may be requested that you include description/calculation breakdowns for costs that are covered by funds outside of the grant.

Section I. Program Operating Costs

Complete Section I, Program Operating Costs, of the Budget Narrative Form by entering the "Total Amount," "CNCS Share," and "Grantee Share" for Parts A-I, as follows:

A. Personnel Expenses

Under "Position/Title Description," list each staff position separately and provide position description, salary, and percentage of effort devoted to this award. Each staff person's role listed in the budget must be described in the application narrative and each staff person mentioned in the narrative must be listed in the budget as either CNCS or Grantee Share. Because the purpose of this grant is to enable and stimulate volunteer community service, do not include the value of direct community service performed by volunteers. However, you may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, or training of staff and AmeriCorps members. **At least one full-time staff member must have 100% of his/her time allocated to the AmeriCorps program.** For Column 2, under '% of FTE Time Spent on Program', please include the percentage of time for a full-time equivalent (FTE) employee. For example, if a part-time staff member who works 20 hours a week spends 100% of their time working on the AmeriCorps program, Column 2 should reflect 50%. This section should contain costs associated only with those staff performing direct program services. Those providing general administrative or management functions should be budgeted under Section III.

B. Personnel Fringe Benefits

Under "Purpose/Description," identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If a fringe amount is over 30%, please list covered items separately and justify the higher cost. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item. This section should include only benefits associated with staff identified in Section IA.

C. 1. Staff Travel

Describe the purpose for which program staff member will travel. Provide a calculation to include itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage daily per diem, and similar supporting information. Travel rates may not exceed the state rates set by the California Department of Human Resources (CalHR) for excluded personnel. CalHR's Website: <http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>. Only domestic travel is allowable. Any out of state travel requires advance approval from CV.

We expect all applicants to include funds in this line item for travel for program staff and site staff to attend CV-sponsored technical assistance meetings or trainings. There are two to three such opportunities per year, including opportunities for fiscal training. It is also required that at least two staff attend the CV-sponsored annual California AmeriCorps Conference. This requirement should be considered when creating the budget.

For example: Two staff members will attend the California AmeriCorps Conference in Sacramento.

2 staff X \$250 airfare + \$50 ground transportation + \$250 registration fee + (2 days) X \$100 lodging + \$35 per diem = \$1,640 for California AmeriCorps conference.



C. 2. Member Travel

Describe the purpose for which members will travel. Provide a calculation to include costs for airfare, transportation, lodging, per diem, and other related expenses for members to travel outside their service location or between sites. Costs associated with local travel, such as bus passes to local sites, mileage reimbursement for use of car, etc., should be included in this budget category. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. In NO CASE may budgeted rates exceed the state rates set by the CalHR.

D. Equipment

Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of **\$5,000 or more per unit** (including accessories, attachments, and modifications). Any items that do not meet this definition should be entered in E. Supplies below. Purchases of equipment are limited to 10% of the total CNCS funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose. Items listed under this section require advance approval from CV. Additionally, items purchased using CNCS' share remain the property of CNCS following completion of the program. See the appropriate OMB circular for your program type for more information regarding disposition.

E. Supplies

AmeriCorps members must wear an AmeriCorps logo on a daily basis—preferably clothing with the AmeriCorps logo. The item with the AmeriCorps logo is a required budget expense. Please include the cost of the item with the AmeriCorps logo in your budget or explain how your program will be providing the item to AmeriCorps members without using grant funds. Grantees may add the AmeriCorps logo to their own local program uniform items using federal funds. Please note that your program will be using the AmeriCorps logo in the budget description. Include the amount of funds to purchase consumable supplies and materials, including member service gear and equipment that does not fit the definition above. You must individually list any single item costing \$1,000 or more. Except for safety equipment, grantees may only charge the cost of member service gear to the federal share if it includes the AmeriCorps logo. Grantees may also add the AmeriCorps logo to their own local program uniform items using federal funds. All safety gear may be charged to the federal share, regardless of whether it includes the AmeriCorps logo. All other service gear must be purchased with non-CNCS funds.

F. Contractual and Consultant Services

Include costs for consultants related to the project's operations, except training or evaluation consultants, who will be listed in Sections G. or H., below.

G. 1. Staff Training

Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. Please include any training/conference registration in this line item.

G. 2. Member Training

Include the costs associated with member training to support them in carrying out their service activities, for example, orientation, project-specific skills such as age-appropriate tutoring, CPR, or ecosystems and the environment. You may also use this section to request funds to support training in Life After AmeriCorps. If using a consultant(s) for training, indicate the estimated daily rate

H. Evaluation

Include costs for project evaluation activities, including additional staff time or subcontracts, use of evaluation consultants, purchase of instrumentation, and other costs specifically for this activity not budgeted in Personnel Expenses. This cost **does not** include the daily/weekly gathering of data to assess progress toward meeting performance measures, but is a larger assessment of the impact your project is having on the community, as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.



I. Other Program Operating Costs

Allowable costs in this budget category should include when applicable:

- State Criminal Registry and FBI Criminal history background checks for all members and for all employees or other individuals who receive a salary, education award, living allowance, or stipend or similar payment from the grant (federal or non-federal share). [If your program covers the cost for background checks outside of grant funds, these items should still be included in "Other" with zero costs].
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, Internet and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organizations indirect cost/admin cost allocation pool. If such expenses are budgeted and shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Recognition costs for members. List each item and provide a justification in the budget narrative. **Gifts and/or food in an entertainment/event setting are not allowable costs.** The only two cases in which food is allowed to be charged to the grant are: (1) for travel per diem and (2) for events such as all-day trainings where there is a working lunch. In both cases, the amount is restricted to the rates set by the CalHR.
- National Direct applicants: Indicate the number of subgrants and the average amount of subgrants. Indicate any match that you will require of your subgrants under the "grantee share" column in this category. Subgranted funds may only cover costs allowable under federal and AmeriCorps regulations and provisions.

Section II. Member Costs

Member Costs are identified as "Living Allowance" and "Member Support Costs." Your required match can be federal, state, local, or private sector funds.

A. Living Allowance

The narrative should clearly identify the number of members you are supporting by category (i.e., full-time, half-time, reduced-half-time, quarter-time, minimum-time,) and the amount of living allowance they will receive, allocating appropriate portions between CNCS's share (CNCS Share) and grantee match (Grantee Share). **Please note that programs are not required to provide a living allowance to half-time, reduced half-time, quarter-time, or minimum-time members.** Programs choosing to provide part-time members with living allowances should use the guidelines below.

Term of Service	MSYs	Minimum # of Hours	Education Award
Full Time	1.00	1,700	\$5,730
Half Time	.500	900	\$2,865
Reduced Half Time	.381	675	\$2,182.78
Quarter Time	.265	450	\$1,515.55
Minimum Time	.212	300	\$1,212.44

Members – Enter the total number of members you are requesting in each category. Enter the average amount of the living allowance for each type of member. Enter the number of members for which you are not requesting funds for a living allowance, but for which you request education awards.

B. Member Support Costs

Consistent with California State law, you must provide members with the benefits described below:

- **FICA for Members.** Unless exempted by the IRS with accompanying documentation (note in the narrative and provide documentation with application), all projects must pay FICA for any member receiving a living allowance, even when CNCS does not supply the living allowance. If exempted, please note in the narrative and provide documentation with application. In the first column next to



FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.

- **Worker's Compensation.** Under California Labor Code Sections 335I to 3352(j) inclusive, Subgrantees are required to provide workers' compensation insurance for AmeriCorps members as they would for any other employee.
- **Health Care.** You **must** offer health care benefits to full-time members in accordance with AmeriCorps requirements. Except as stated below you may not pay health care benefits to less-than-full-time members with CNCS funds. You may choose to provide health care benefits to less-than-full-time members from other sources (i.e., non-federal). Less-than-full-time members who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) are eligible for health care benefits. In your budget narrative, indicate the number of members who will receive health care benefits. CNCS will not pay for dependent coverage. **Unemployment Insurance and Other Member Support Costs.** Include any other required member support costs here. Under California Unemployment Insurance Code Section 634.5, AmeriCorps members are not considered "employees" and therefore, the Subgrantee is not required to pay unemployment insurance taxes for members.

Section III. Administrative/Indirect Costs

Definitions

Administrative costs are general or centralized expenses of the overall administration of an organization that receives CNCS funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate agreement. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget Circulars A-21 (2CFR 220), A-87 (2 CFR 225), and A-122 (2 CFR 230).

Options for Calculating Administrative/Indirect Costs (choose either A. OR B.)

Applicants can choose to use one of two methods to calculate allowable administrative costs – a CNCS fixed percentage method or a federally approved indirect cost rate method. Regardless of the option chosen, CNCS's share of administrative costs is limited to 5% of the total CNCS funds **actually expended** under this grant.

A. CNCS Fixed Percentage Method

Five Percent Fixed Administrative Costs Option

CNCS fixed rate allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. If you choose CNCS Fixed Percentage Method (Section IIIA in eGrants), you may charge, for administrative costs, a fixed 5% of the total of CNCS funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures.

1. To determine CNCS share for Section III: Multiply the sum of CNCS funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as CNCS share. The 5% maximum is calculated by multiplying the sum of CNCS's share of Section I and Section II by the factor 0.0526. The factor 0.0526 is used to calculate the maximum amount of federal funds that may be budgeted for administrative (indirect) costs, rather than 0.0500, as a way to mathematically compensate for determining Section III costs when the total budget (Sections I + II + III) is not yet established. (If 0.0500 was used, the resulting Section III costs would be less than the maximum 5% of total costs that are permitted under CNCS's regulations.) As allowed by CNCS, CaliforniaVolunteers retains 40% of the federal share of administrative costs.
2. To determine the maximum Grantee share for Section III: Multiply the total (both CNCS and grantee share) of Sections I and II by 10% (0.10) and enter this amount as the grantee share for Section III A.



3. Enter the sum of CNCS and grantee shares under Total Amount.

B. Federally Approved Indirect Cost Rate Method

If you have a Federally Approved Indirect Cost (IDC) rate and choose to use it, the IDC rate will constitute documentation of your administrative costs including the 5% maximum payable by CNCS. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate. Supply your approved IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). It is at your discretion whether or not to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate in the Rate Claimed field.

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both CNCS and Grantee's shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.
2. To determine CNCS share: Multiply the sum of CNCS funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as CNCS share of indirect costs. As allowed by CNCS, CaliforniaVolunteers retains 40% of the federal share of administrative costs.
3. To determine the maximum Grantee share: Subtract the amount calculated in step 2 (CNCS administrative share) from the amount calculated in step 1 (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

Calculation of CV/Grantee Share of Federal Administrative Costs

As allowed by CNCS, CaliforniaVolunteers elects to retain a share of the 5% of the federal funds available for administrative costs. To calculate these fractional shares, within Section III of the subgrant budget, **two-fifth 40%) of the federal dollars budgeted for administrative costs are allocated to CV's share and three-fifths (60%) of the federal dollars budgeted for administrative costs are allocated to the program's share. Because programs budget the 5% administrative maximum by multiplying CNCS's share of Section I and Section II costs by the factor 0.0526, the allocation between commission and program shares would be calculated as follows:**

$[(\text{Section I CNCS Share}) + (\text{Section II CNCS Share}) \times 0.0526] \times (0.40) = \text{CV Share}$

$[(\text{Section I CNCS Share}) + (\text{Section II CNCS Share}) \times 0.0526] \times (0.60) = \text{Subgrantee Share}$

Section IV. Increasing Grantee Overall Share of Total Budgeted Costs

Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24% for the first three years, and the increasing minimum in years thereafter, are maintained. These matching requirements may be waived in limited circumstances. See 45 CFR §§ 2521.35–2521.90 for the specific regulations.

Source of Match

In the "Source and Types of Match Contributions" table that appears at the bottom of the *Budget Narrative*, enter the specific source of match, the match type [State/Local, Federal, or Private], the amount of cash and the dollar amount of in-kind, and a brief description of the intended purpose of the match (e.g. personnel expenses, travel, etc.). Define any acronyms the first time they are used.

Pre-Contract Costs

Successful applicants must have a fully executed contract in place with CV before costs can be incurred against CNCS share. However, programs may request for approval from CV to incur costs using match or grantee share prior to having an executed contract in place to cover non-member support related expenses such as staff recruitment, training, criminal background checks, member recruitment, etc. In



the “Pre-Contract Costs” table, enter the anticipated pre-contract costs for the grantee share by cost category. The pre-contract costs identified must be inclusive of costs included in the proposed budget.



Budget Analysis Checklist

Use this checklist to review your completed budget to help assure that it is accurate and meets AmeriCorps requirements. Please complete but DO NOT include with your application.

Compliant?	Section I. Program Operating Costs
Yes ___ No ___	Costs charged under the Personnel line item directly relate to the operation of the AmeriCorps project? Examples include costs for staff that recruit, train, place, or supervise members as well as manage the project.
Yes ___ No ___	Staff indirectly involved in the management or operation of the applicant organization is funded through the administrative cost section (Section III.) of the budget? Examples of administrative costs include central management and support functions.
Yes ___ No ___	Staff fundraising expenses are not charged to the grant? You may not charge AmeriCorps staff members' time and related expenses for fundraising to the federal or grantee share of the grant. Expenses incurred to raise funds must be paid out of the funds raised. Development officers and fundraising staff are not allowable expenses.
Yes ___ No ___	Brief position descriptions are provided for each staff member listed on the grant?
Yes ___ No ___	The types of fringe benefits to be covered and the costs of benefit(s) for each staff position are described? Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If the fringe amount is over 30%, please list separately. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item?
Yes ___ No ___	Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item?
Yes ___ No ___	The purpose for all staff and member travel is clearly identified?
Yes ___ No ___	You have budgeted funds for staff travel to CV and CNCS sponsored meetings in the budget narrative?
Yes ___ No ___	Funds to pay relocation expenses of AmeriCorps members are not in the federal share of the budget?
Yes ___ No ___	Funds for the purchase of equipment (does not include general use office equipment) are limited to 10% of the total grant amount?
Yes ___ No ___	All single equipment items over \$5,000 per unit are specifically listed?
Yes ___ No ___	Justification/explanation of equipment items is included in the budget narrative?
Yes ___ No ___	All single supply items over \$1,000 per unit are specifically listed?
Yes ___ No ___	You only charged to the federal share of the budget member service gear, with the exception of safety equipment, that includes the AmeriCorps logo?
Yes ___ No ___	Are all consultant services budgeted below the maximum federal daily rate of \$750/day? Is the daily rate noted in all sections of the budget narrative where consultants are proposed?
Yes ___ No ___	Does the budget reflect adequate budgeted costs for project evaluation?
Yes ___ No ___	Have you provided budgeted costs for state criminal registry and FBI background checks of members and grant-funded staff in accordance with AmeriCorps requirements?
Yes ___ No ___	Are all items in the budget narrative itemized and the purpose of the funds justified?



Compliant?	Section II. Member Costs
Yes ___ No ___	Are the living allowance amounts correct? Full-time AmeriCorps members must receive at least the minimum living allowance as indicated in the chart in the budget instructions. Note: Programs in existence prior to September 21, 1993 may offer a lower living allowance than the minimum. If such a program chooses to offer a living allowance, it is exempt from the minimum requirement, but not from the maximum requirement.
Yes ___ No ___	Living allowances are not paid on an hourly basis? They may be calculated using service hours and program length to derive a weekly or biweekly distribution amount. Divide the distribution in equal increments that are not based on the specified number of hours served.
Yes ___ No ___	Is FICA calculated correctly? You must pay FICA for any member receiving a living allowance. Unless exempted by the IRS, calculate FICA at 7.65% of the total amount of the living allowance.
Yes ___ No ___	Is the Worker's Compensation calculation correct? Some states require worker's compensation for AmeriCorps members. Check with your local State Department of Labor or state commission to determine whether or not you are required to pay worker's compensation and at what level (i.e., rate). If you are not required to pay worker's compensation, you need to provide similar coverage for members' on-the-job injuries through their own existing coverage or a new policy purchased in accordance with normal procedures (i.e., Death and Dismemberment coverage).
Yes ___ No ___	Health care is provided for full-time AmeriCorps members only (unless half-time serving for a sustained full-time period of time such as summer service)? If your project chooses to provide health care to other half-time members, you may not use federal funds to help pay for any portion of the cost. Projects must provide health care coverage to all full-time members who do not have adequate health care coverage at the time of enrollment or who lose coverage due to participation in the project. In addition, projects must provide coverage if a full-time member loses coverage during the term of service through no deliberate act of his/her own.

Compliant	Section III. Administrative/Indirect Costs
Yes ___ No ___	Applicant has chosen Option A – Corporation fixed percentage method and the maximum federal share of administrative costs does not exceed 5% of the total federal funds budgeted? To determine the federal administrative share, multiply all other budgeted federal funds by .0526.
Yes ___ No ___	Applicant has chosen Option A – Corporation fixed percentage method and the maximum grantee share is at 10% or less of total budgeted funds?
Yes ___ No ___	Applicant has chosen Option B – federally approved indirect cost rate method and documentation on file? Administrative costs budgeted include the following: (1) indirect costs such as legal staff, central management and support functions; (2) costs for financial, accounting, audit, internal evaluations, and contracting functions; (3) costs for insurance that protects the entity that operates the project; and (4) the portion of the salaries and benefits of the director and any other project administrative staff not attributable to the time spent in direct support of a specific project.
Yes ___ No ___	Applicant has chosen Option B – The maximum grantee share is at 10% or less of total budgeted funds, less the 5% CNCS share?

Compliant	Section IV. Match
Yes ___ No ___	Is the overall match being met at the required level, based on the year of funding?
Yes ___ No ___	For all matching funds, the source(s) [private, state and local, and federal], the type of contribution (cash or in-kind), and the amount (or an estimate) of match, are clearly identified in the narrative?



10. New Applicant Certification Form

This form is included in the AmeriCorps Application Forms document. Please follow the instructions included on the form. This form is used to understand a new applicant's level of experience with AmeriCorps grants and to determine whether applicants that classify themselves as "new" meet CVs' definition of "New Applicant." Applicants classifying themselves as a New Applicant are required to submit this form to be eligible for consideration of the additional points available to new applicants.



11. Labor Organization Certification Form Instructions

Definitions

Service Sponsor--According to SEC. 101(25) [42 USC 12511(25)], the term “service sponsor” means an organization, or other entity, that has been selected to provide a placement for a member (participant).

Program Applicant --For the purposes of this section, CNCS’s definition for “program applicant” includes any applicant to CNCS or a State Commission, as well as any entity applying for assistance or approved national service positions through a CNCS grantee or subgrantee.

Instructions

Carefully consider the three options on the Labor Organization Form and check all the boxes that apply to your program. An applicant must check at least one box. The form must be signed by an authorized legal applicant representative.

Check Option 1 if program applicant:

- 1) will serve as a placement site for AmeriCorps members; and
- 2) Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and
- 3) Those employees are represented by a local labor organization.

If you check option 1, you must also include the **written concurrence of the local labor organization** representing those employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members. Written concurrence can be in the form of a letter or e-mail from the local union leadership.

Check Option 2 if program applicant:

Proposes to place AmeriCorps members at sites (outside of legal applicant organization) where they will be engaged in the same or substantially similar work as employees represented by a local labor organization.

If you check option 2, you must submit a written description of how the legal applicant will ensure that:

- a) AmeriCorps members won’t be placed in positions that were recently occupied by paid staff.
- b) No AmeriCorps member will be placed into a position for which a recently resigned or discharged employee has recall rights as a result of a collective bargaining agreement, from which a recently resigned or discharged employee was removed as a result of a reduction in force, or from which a recently resigned/discharged employee is on leave or strike.

In the very rare event that neither Option 1 nor 2 applies to you, please select Option 3. In almost all circumstances where Option 3 is an appropriate option the legal applicant has verified that there are no labor organizations representing employees of the Program Applicant and/or Service Sponsors.

If you select Option 3, you must submit a written justification of how you determine this option applies to you as part of your application.

IMPORTANT: Supporting documentation is required for all options selected. Failure to include required supporting documentation as part of the application may result in points lost from the review process.



12. Organizational Self-Assessment Instructions

This form is included in the *AmeriCorps Application Forms* document and is required of all applicants. Please follow the instructions included on the form.



13. Assurance and Certification Instructions

Please complete this form and include in the application.

By signing and submitting this application, as the duly authorized representative of the applicant, you certify that the applicant will comply with the Assurances and Certifications described below.

ASSURANCE SIGNATURE:

By signing this assurances page, you certify that you agree to perform all actions and support all intentions in the Assurances section.

Applicant Organization Name: _____

Program Name: _____

Printed Name and Title of Authorized Applicant Representative

Authorized Applicant Signature

Date

CERTIFICATION SIGNATURE:

By signing this certification page, you certify that you agree to perform all actions and support all intentions in the Certification sections of this application. The three Certifications are:

- ☐ Certification: Debarment, Suspension and Other Responsibility Matters
- ☐ Certification: Drug-Free Workplace
- ☐ Certification: Lobbying Activities

Applicant Organization Name: _____

Program Name: _____

Printed Name and Title of Authorized Applicant Representative

Authorized Applicant Signature

Date



ASSURANCE AND CERTIFICATION

By signing and submitting this application, as the duly authorized representative of the applicant, you certify that the applicant will comply with the Assurances and Certifications described below.

a) Inability to certify

Your inability to provide the assurances and certifications listed below will not necessarily result in denial of a grant. You must submit an explanation of why you cannot do so. We will consider your explanation in determining whether to enter into this transaction. However, your failure to furnish an explanation will disqualify your application.

b) Erroneous certification or assurance

The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

c) Notice of error in certification or assurance

You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

d) Definitions

The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded” as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. An applicant shall be considered a “prospective primary participant in a covered transaction” as defined in the rules implementing Executive Order 12549. You may contact us for assistance in obtaining a copy of those regulations.

e) Assurance requirement for subgrant agreements

You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

f) Assurance inclusion in subgrant agreements

You agree by submitting this proposal that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.

g) Assurance of subgrant principals

You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

h) Non-assurance in subgrant agreements

If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.



i) Prudent person standard

Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

ASSURANCES

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686). which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.



- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-l et seq.).
- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.
- Will comply with all rules regarding prohibited activities, including those stated in applicable Notice, grant provisions, and program regulations, and will ensure that no assistance made available by CNCS will be used to support any such prohibited activities.

Will comply with the nondiscrimination provisions in the national service laws, which provide that an individual with responsibility for the operation of a project or program that receives assistance under the national service laws shall not discriminate against a participant in, or member of the staff of, such project or program on the basis of race, color, national origin, sex, age, political affiliation, disability, or on the basis of religion. (NOTE: the prohibition on religious discrimination does not apply to the employment of any staff member paid with non-CNCS funds or paid with CNCS funds but employed with the organization operating the project prior to or on the date the grant was awarded. If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, your organization may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even though the national service legislation includes a restriction on religious discrimination in employment of staff hired to work on a CNCS-funded project and paid with CNCS grant funds. (42 U.S.C. §§ 5057(c) and 12635(c)). For the circumstances under which this may occur, please see the document "Effect of the Religious Freedom Restoration Act on Faith-Based Applicants for Grants" on CNCS's website at: <http://www.usdoj.gov/archive/fbci/effect-rfra.pdf>.

- Will comply with all other federal statutes relating to nondiscrimination, including any self-evaluation requirements. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-



352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; and (i) the requirements of any other nondiscrimination statute(s) which may apply to the application.

- Will provide, in the design, recruitment, and operation of any AmeriCorps program, for broad-based input from – (1) the community served, the municipality and government of the county (if appropriate) in which the community is located, and potential participants in the program; and (2) community-based agencies with a demonstrated record of experience in providing services and local labor organizations representing employees of service sponsors, if these entities exist in the area to be served by the program;
- Will, prior to the placement of participants, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by an AmeriCorps program, to ensure compliance with the nondisplacement requirements specified in section 177 of the NCSA;
- Will, in the case of an AmeriCorps program that is not funded through a State, consult with and coordinate activities with the State Commission for the state in which the program operates.
- Will ensure that any national service program carried out by the applicant using assistance provided under section 121 of the National and Community Service Act of 1990 and any national service program supported by a grant made by the applicant using such assistance will address unmet human, educational, environmental, or public safety needs through services that provide a direct benefit to the community in which the service is performed;
- Will comply with the nonduplication and nondisplacement requirements set out in section 177 of the National and Community Service Act of 1990, and in CNCS's regulations at § 2540.100;
- Will comply with the grievance procedure requirements as set out in section 176(f) of the National and Community Service Act of 1990 and in CNCS's regulations at 45 CFR § 2540.230;
- Will provide participants in the national service program with the training, skills, and knowledge necessary for the projects that participants are called upon to perform;
- Will provide support services to participants, such as information regarding G.E.D. attainment and post-service employment, and, if appropriate, opportunities for participants to reflect on their service experiences;
- Will arrange for an independent evaluation of any national service program carried out using assistance provided to the applicant under section 121 of the National and Community Service Act of 1990 or, with the approval of CNCS, conduct an internal evaluation of the program;
- Will apply measurable performance goals and evaluation methods, which are to be used as part of such evaluation to determine the program's impact on communities and persons served by the program, on participants who take part in the projects, and in other such areas as required by CNCS;
- Will ensure the provision of a living allowance and other benefits to participants as required by CNCS;
- Has not violated a Federal criminal statute;
- If a state applicant, will ensure that the State subgrants will be used to support national service programs selected by the State on a competitive basis;



- If a state applicant, will seek to ensure an equitable allocation within the State of assistance and approved national service positions, taking into consideration such factors as the locations of the programs, population density, and economic distress;
- If a state applicant, will ensure that not less than 60% of the assistance will be used to make grants to support national service programs other than those carried out by a State agency, unless CNCS approves otherwise.

CERTIFICATIONS

Certification – Debarment, Suspension, and Other Responsibility Matters

This certification is required by the government-wide regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180, Section 180.335, *What information must I provide before entering into a covered transaction with a Federal agency?*

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:

- Is presently excluded or disqualified;
- Has been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
- Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses listed in § 180.800(a); or
- Has had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Certification – Drug Free Workplace

This certification is required by CNCS's regulations implementing sections 5150-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690), 45 CFR Part 2545, Subpart B. The regulations require certification by grantees, prior to award, that they will make a good faith effort, on a continuing basis, to maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 45 CFR Part 2542, Subparts G and H).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief, that the grantee will provide a drug-free workplace by:

- A. Publishing a drug-free workplace statement that:
 - a. Notifies employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace;
 - b. Specifies the actions that the grantee will take against employees for violating that prohibition; and
 - c. Informs employees that, as a condition of employment under any award, each employee will abide by the terms of the statement and notify the grantee in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace within five days of the conviction;
- B. Requiring that a copy of the statement described in paragraph (A) be given to each employee who will be engaged in the performance of any Federal award;
- C. Establishing a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that the grantee may impose upon them for drug abuse violations occurring in the workplace;
- D. Providing us, as well as any other Federal agency on whose award the convicted employee was working, with written notification within 10 calendar days of learning that an employee has been convicted of a drug violation in the workplace;



- E. Taking one of the following actions within 30 calendar days of learning that an employee has been convicted of a drug violation in the workplace:
- Taking appropriate personnel action against the employee, up to and including termination; or
 - Requiring that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (E).

Certification - Lobbying Activities

As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;
- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

Certification - Grant Review Process (State Commissions Only)

I certify that in conducting our review process, we have ensured compliance with the National and Community Service Act of 1990, CNCS's peer review requirements, and all state laws and conflict of interest rules.

Erroneous certification or assurance

The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

Notice of error in certification or assurance

You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

Definitions

The terms "debarment", "suspension", "excluded", "disqualified", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded" as used in this document have the meanings set out in 2 CFR Part 180, subpart I, "Definitions." A transaction shall be considered a "covered transaction" if it meets the definition in 2 CFR part 180 subpart B, "Covered Transactions."

Assurance requirement for subgrant agreements

You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.



Assurance inclusion in subgrant agreements

You agree by submitting this proposal that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.

Assurance of subgrant principals

You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

Non-assurance in subgrant agreements

If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

Prudent person standard

Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.



14. Moderate/Strong Evidence Supporting Documents

Applicants classifying their evidence as Moderate or Strong should submit up to two studies, evaluation reports, or peer-reviewed articles cited in the Evidence Base section of the Program Narrative. The studies must be included as part of the application.

For current grantees that are required to submit an evaluation report: The evaluation report will be considered as part of the evidence base of the program. Grantees may opt to include that evaluation report as one of the two studies, or submit two separate studies in addition to the evaluation report. In the latter case, all three studies will be reviewed against the evidence base criterion



15. Program Evaluation Plan Instructions

This requirement applies to recompeting applicants only. Recompeting applicants (both formula and competitive programs) are required to submit an evaluation plan as part of their application.

Evaluation plans must include the following:

- A description of the theory of change, or why the proposed intervention is expected to produce the proposed results;
- Clear and measurable outcomes that are aligned with the theory of change and will be assessed during the evaluation;
- Concrete research questions (or hypotheses) that are clearly connected to the outcomes;
- A proposed research design for the evaluation;
- Qualifications needed for the evaluator; and
- The estimated budget.

The Evaluation Plan does not count towards the page limit of the application; however, it must not exceed 10,000 characters.

The Evaluation Plan is different than the Evaluation Report (page 53). See the table on page 52 to determine if an Evaluation Plan or Evaluation Report, or both, is required for the application.

NOTE: Formula programs are not required to conduct an evaluation. However, recompeting formula applicants proposing the “same project” (defined below) are required to submit an evaluation plan at the time of application to satisfy CNCS evaluation requirements in the event they are selected by CV to compete in the national competition. If the project does not satisfy the definition, it will be considered new and will not be required to submit an evaluation plan.

Evaluation Requirements for Competitive Programs

The evaluation requirements for competitive grantees (successful applicants funded through the national competition) differ depending on the amount of the grant, as described in 45 CFR §2522.710:

- If a competitive program's average annual CNCS program grant is \$500,000 or more, it must arrange for an external evaluation of the program, and it must submit the evaluation with any subsequent application to CNCS for competitive funds as required in §2522.730 of this subpart.
- If a competitive program or an Education Award Program's average annual CNCS program grant is less than \$500,000, it must conduct an internal or an external evaluation of the program, and it must submit the evaluation with any subsequent application to CNCS for competitive funds as required in §2522.730 of this subpart.

A program will be considered a recompeting application if it satisfies the definition of “same project” and has been funded competitively for at least one complete three-year cycle. If the project satisfies the definition of same project and the applicant has completed one three-year cycle, it will be required to submit an evaluation plan. If the project satisfied the definition of same project and the applicant has completed two or more three-year cycles, the applicant will be required to submit an evaluation report as well as an evaluation plan. If the project does not satisfy the definition of recompeting, it will not be required to submit an evaluation plan, summary, or completed evaluation.

Definition of “Same Project”

Two projects will be considered the same if they:

- Address the same issue areas
- Address the same priorities
- Address the same objectives
- Serve the same target communities and population
- Utilize the same sites
- Use the same program staff and members



When What is Due for Competitive Programs?

If you are competing for...	Submit evaluation plan	Submit evaluation report	If funded...
Your first three-year competitive grant (and you have had less than three years formula funding)			Begin the evaluation planning process.
Your first three-year competitive grant (and you have had three or more years of formula funding)	✓		Complete evaluation during the three-year grant period.
Your second three-year competitive grant	✓		Complete evaluation during the three-year grant period.
Your third three-year competitive grant	✓	✓	Complete evaluation during the three-year grant period.
A competitive AmeriCorps grant beyond your third three-year grant	✓	✓	Complete evaluation during the three-year grant period.

Evaluation Requirements for Formula Programs

Formula programs funded through the 2016 RFA process will not be required to complete an evaluation during the three-year grant period. However, it is likely that CV will explore evaluation requirements for formula programs in the future. Successful formula programs that receive an average annual CNCS grant of \$500,000 or more are strongly encouraged to follow evaluation requirements described for competitively funded programs.



16. Partnership Form Instructions

The Partnership Form is available online through the CaliforniaVolunteers Web site at www.californiavolunteers.org/index.php/Grants/ameriCorps/. Applicants are required to submit this form online only. Please do not include printouts of the completed online form with your paper application.

Requirement: As stated in the RFA, all applicants are required to develop a program partnership of at least three independent entities that include *one public and one private* partner (nonprofit or for-profit entity). CaliforniaVolunteers considers 501(c)(3) nonprofit organizations to be private entities. CaliforniaVolunteers prefers partners to have a significant role in planning, operating, and sustaining the program (e.g. match contribution, training resources, continuous improvement assessment, etc.). All primary partners must be identified on the *Partnership Form* submitted on-line as part of the application.

The *Partnership Form* has two parts: 1) Partner Organization and 2) Member Placement Site Organization. A partner may be both a partner organization and a member placement site organization. You must enter information separately for each type of organization. For example, a member placement site organization that also serves as one of your three primary organizations will need to have both parts of the forms completed.

Click “**Add a New Partner**” to enter information for your primary partnering organizations (including the legal applicant organization). Each applicant is required to include at least one public and one private partner.

Click “**Add a Member Placement Site**” to enter information for each organization shown on your program diagram as a member placement site.

1. Add a New Partner

You'll need to have the following information to complete this section:

- Partner Organization Name
- Contact First Name
- Contact Last Name
- Contact Title
- What type of support this partner provides to the program (i.e. financial support, facilities, training, administration, supervision, and other support, etc.)
- If the partner will be contributing “Financial Support,” will it be cash or in-kind?
- Is the source of the Financial Support federal, state, or private funds?
- The amount of match contribution
- Is the partner a Private or Public organization?

2. Add a Member Placement Site

You'll need to have the following information to complete this section:

- Site Organization Name
- Contact First Name
- Contact Last Name
- Contact Title
- Site Address
- Site City
- Site State
- Site 9-digit Zip Code
- Site County
- The California Economic Region in which the site County falls:



- Northern California: Del Norte, Humboldt, Lake, Lassen, Mendocino, Modoc, Nevada, Plumas, Sierra, Siskiyou, Trinity
- Northern Sacramento Valley: Butte, Colusa, Glenn, Shasta, Tehama
- Greater Sacramento: El Dorado, Placer, Sacramento, Yolo, Sutter, Yuba
- Bay Area: Alameda, Contra Costa, Marin, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma
- San Joaquin Valley: Fresno, Kern, Kings, Madera, Merced, San Joaquin, Stanislaus, Tulare
- Central Coast: Monterey, San Luis Obispo, Santa Barbara
- Central Sierra: Alpine, Amador, Calaveras, Inyo, Mariposa, Mono, Tuolumne
- Southern California: Los Angeles, Orange, Ventura, Riverside, San Bernardino
- Southern Border: Imperial, San Diego
- The Congressional District in which the member placement site falls
- The State Assembly District in which the member placement site falls
- The State Senate District in which the member placement site falls
- Whether or not the member placement site is a federally designated School Improvement Grant (SIG) School; and if yes, the NCES School ID
- Number of member slots assigned to the placement site by member position type

17. Financial/Audit Information Instructions

Provide your most recent A-133 audit, your organization's financial audit, or other financial statements if you have not had a formal audit.

The A-133 audit is a requirement for legal applicant agencies/organizations that expended \$750,000 or more in federal funding during the most recent fiscal year as outlined in federal Office of Management and Budget (OMB) Circular A-133. If you do not meet this criterion, you MUST include a letter to this effect in your completed application packet.

OMB Circular A-133 explicitly references – and is applicable to – organizations such as municipal and city governments, school districts, institutions of higher education and nonprofit organizations. Such organizations are not exempt from A-133 provisions and are required to submit audits if they meet the above criteria.

State of California government agencies that are covered by the Single Audit Act are not required to submit audits, but should submit a statement on agency letterhead indicating they are a state agency.

18. Program Evaluation Report Instructions

This requirement applies to recompeting competitive programs only. Competitive programs that are applying for their third three-year grant period and beyond will need to submit the report of their evaluation conducted during their current three-year grant period.



19. Request for Alternative Match Schedule Instructions

Special Circumstances for an Alternative Match Schedule: Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35% instead of 50% as specified in the regulations at §2521.60(b).

Please use the “Request for Alternative Match Schedule” form to complete your request, and submit it as part of your application to CV. **Please limit your response to 4 double-spaced pages.** Should your application be selected by CV for funding consideration, CV will review and forward your request to CNCS for final approval. If approved for the alternative schedules, programs will base their budget in the upcoming application on the approved alternative match. The alternative match requirement will be in effect for whatever portion of the three-year project period remains or if applying as a new grantee, for the upcoming three-year grant cycle.

To qualify, you must demonstrate that your program is either located in a rural county or in a severely economically distressed community as defined below.

A. Rural County: In determining whether a program is rural, CNCS will consider the most recent Beale code rating published by the U.S. Department of Agriculture for the county in which the program is located. Any program located in a county with a Beale code of 6, 7, 8 or 9 is eligible to apply for the alternative match requirement. See Attachment A for the Table of Beale codes.

B. Severely Economically Distressed County: In determining whether a program is located in a severely economically distressed county, CNCS will consider the following list of county-level characteristics. See Attachment B for a list of website addresses where this publicly available information can be found.

- The county-level per capita income is less than or equal to 75 percent of the national average for all counties using the most recent census data or Bureau of Economic Analysis data;
- The county-level poverty rate is equal to or greater than 125 percent of the national average for all counties using the most recent census data; and
- The county-level unemployment is above the national average for all counties for the previous 12 months using the most recently available Bureau of Labor Statistics data.
- The areas served by the program lack basic infrastructure such as water or electricity.

C. Program Location: Except when approved otherwise, CNCS will determine the location of your program based on the legal applicant's address. If you believe that the legal applicant's address is not the appropriate way to consider the location of your program, you must provide relevant facts about your program location in your request. CNCS will, in its sole discretion, determine whether some other address is more appropriate for determining a program's location.

20. Federally Approved Indirect Cost Agreement

If you have a Federally Approved Indirect Cost (IDC) rate and choose to use it, you must include documentation of this IDC as part of your application.



ATTACHMENT A: Beale Codes and County-Level Economic Data

Rural Community

Beale codes are published by the U.S. Department of Agriculture and are used to classify counties as being more urban or more rural. Counties are designated on a scale from one to nine according to the following descriptions:

2003 Beale Codes		
Code#	Metropolitan Type	Description
1	Metropolitan	Counties in metro areas of 1 million population or more
2	Metropolitan	Counties in metro areas of 250,000 to 1 million
3	Metropolitan	Counties in metro areas of fewer than 250,000
4	Non-metro	Urban population of 20,000 or more, adjacent to a metropolitan area
5	Non-metro	Urban population of 20,000 or more, not adjacent to a metropolitan area
6	Non-metro	Urban population of 2,500 to 19,999, adjacent to a metropolitan area
7	Non-metro	Urban population of 2,500 to 19,999, not adjacent to a metropolitan area
8	Non-metro	Completely rural or less than 2,500 urban population, adjacent to a metropolitan area
9	Non-metro	Completely rural or less than 2,500 urban population, not adjacent to a metropolitan area

Any program located in a county with a Beale code of 6, 7, 8, or 9 is eligible *to apply* for the alternative match.



ATTACHMENT B: Severely Economically Distressed Community

The following table provides the website addresses where the publicly available information on county-level economic data including per capita income, poverty rate, and unemployment levels can be found.

WEBSITE ADDRESS	EXPLANATION
www.econdata.net	Econdata.Net: This site Links to a variety of social and economic data by states, counties and metro areas.
http://www.bea.gov/regional/	Bureau of Economic Analysis' Regional Economic Information System (REIS): Provides data on per capita income by county for all states except Puerto Rico.
www.census.gov/hhes/www/saipe/index.html	Census Bureau's Small Area Poverty Estimates: Provides data on poverty and population estimates by county for all states except Puerto Rico.
www.census.gov/main/www/cen2000.html	Census Bureau's American Fact-finder: Provides all 1990 and 2000 census data including estimates on poverty, per capita income and unemployment by counties, states, and metro areas including Puerto Rico.
www.bls.gov/lau/home.htm	Bureau of Labor Statistics' Local Area Unemployment Statistics (LAUS): Provides data on annual and monthly employment and unemployment by counties for all states including Puerto Rico.
http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/	US Department of Agriculture's Rural-Urban Continuum Codes (Beale codes): Provides urban rural code for all counties in US.
www.census.gov/hhes/www/saipe/index.html	Census Bureau's Small Area Poverty Estimates: Provides data on poverty and population estimates by county for all states except Puerto Rico.
www.census.gov/main/www/cen2000.html	Census Bureau's American Fact-finder: Provides all 1990 and 2000 census data including estimates on poverty, per capita income and unemployment by counties, states, and metro areas including Puerto Rico.
www.bls.gov/lau/home.htm	Bureau of Labor Statistics' Local Area Unemployment Statistics (LAUS): Provides data on annual and monthly employment and unemployment by counties for all states including Puerto Rico.
http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/	US Department of Agriculture's Rural-Urban Continuum Codes (Beale codes): Provides urban rural code for all counties in US.

